



career opportunity

Office of Technology Services

Administration and Office Support Services Unit
Associate Governmental Program Analyst \$4,600 - \$5,758
Permanent/Fulltime
Final File Date: 9/9/15

Who Are We?

The Department of Technology's Office of Technology Services (OTech) is one of the largest suppliers of information technology services to state, county, federal, and local government entities throughout California. Through the use of a scalable, reliable and secure statewide network, combined with expertise in voice and data technologies, OTech delivers comprehensive, cost-effective computing, networking, electronic messaging and training solutions to benefit the people of California. We are one of the few state entities with a state of the art Tier 3 Datacenter.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. This position is located in Rancho Cordova with free parking.

What You'll Be Doing...

Under the direction of the Staff Service Manager I, Administrative and Office Support Services Unit, the Associate Governmental Program Analyst (AGPA) serves as an administrative liaison for the Office of Technology Services (OTech) and performs the more responsible, varied, and complex assignments, which may include but are not limited to: providing analytical and technical support in the area of personnel, fiscal and budgeting, IT acquisitions and contracts, and project tracking. This is the full journey level analyst class.

If you enjoy working as part of a team environment, love a challenge, and are a self-starter, this could be the position for you.

For a more complete job description, click on [Associate Governmental Program Analyst](#) to view the Duty Statement.



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills, abilities, and can work in the following environment:

- Proficient in Microsoft Office Suite
- Knowledge of office management principles, methods and procedures
- Knowledge of procedures and best practices in Human Resources, Fiscal and Contracting
- Knowledge of statistical and research methods
- Ability to think clearly and quickly while analyzing and solving problems of the organization and management
- Ability to communicate effectively both orally and in writing
- Ability to use analytical techniques to resolve managerial issues
- Ability to handle sensitive assignments with tact, diplomacy and confidentiality
- Appropriate attire for a professional office environment
- Some local travel may be required to attend meetings or training

How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Heather/RPA # 15-042
Inquiries: Linda Brandl, (916) 228-6464

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

To be considered for the position of an **Associate Governmental Program Analyst** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

The Fine Print...

Applications will be accepted only from individuals currently at the **Associate Governmental Program Analyst** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

